

REASON FOR						POSITION DESCRIPTION COVER SHEET		
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER				
RECOMMENDED								
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE					9. INCUMBENT (Optional)			
OFFICIAL								
10. TITLE Engineering Aid								
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER	
GS	802		02	MONTH/DAY/YEAR	YES NO		MS	
				4/22/02				
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)								
1st				5th				
2nd				6th				
3rd				7th				
4th				8th				
SUPERVISOR'S CERTIFICATION								
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.								
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date	
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title				
FACTOR EVALUATION SYSTEM								
FACTOR	25. FLD/BMK		26. POINTS		FACTOR	25. FLD/BMK		26. POINTS
1. Knowledge Required					6. Personal Contacts			
2. Supervisory Controls					7. Purpose of Contacts			
3. Guidelines					8. Physical Demands			
4. Complexity					9. Work Environment			
5. Scope and Effect					27. TOTAL POINTS			27.
Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)						28. GRADE		28.
CLASSIFICATION CERTIFICATION								
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.								
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)								
32. Remarks: FLSA: N				Standard Job# 802-02		33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				02	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)												
GS	802		0007	ENGRG AID												
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)				8. CLASS STD. CD. (1)				9. INTERDIS. CD. (1)		10. DT. CLASS (6)				
1=HQ 2=FLD		8		2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		6=Leader WLGE 8=All Others		X=New Std. Applied Blank=NA		N=NO Y=Interdis		MO DAY YEAR				
												4 22 02				
11. EARLY RET. CD. (1)				12. INACT/ACT (1)				13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)		
1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		A		I=Inactive A=Active		MO DAY YEAR			MO DAY YEAR					
16. INTERDIS. SER. (40)																
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		
17. INTERDIS. TITLE CD. (50)																
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)				4. POS. SENS. (1)				5. COMP. LEV. (4)			
N	E=Exempt N=Nonexempt	0	0=None 3=SF 278 4=OGE 450		A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C		1N	1=Low risk/non sensitive 2=Non critical sensitive	4=Special sensitive 5=Moderate risk 6=High risk	02EA		
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)							
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy A=No Change		B=Lower Grade C=Higher Grade		D=Different title and/or series E=New Position/New FTE			
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)	
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)				MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR	
														04 22 02	
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)		20. NTE. DT. (6)		21. POS. ST. (1)			
N	1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG		4=Sup./Program 5=RGE 6=Policy Analysis GEG					MO DAY YEAR		MO DAY YEAR		Y=Perm N=Other			
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.		Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.		Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change		5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.		9=Other							
23. DT. EMP. ASGN. (6)		24. DT. ABOL. (6)		25. INACT/ACT (1)		26. DT. INACT/REACT (6)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
MO	DAY	YEAR	MO	DAY	YEAR	A	1=Inact. 2=Act.	MO	DAY	YEAR					
30. CLASSIFIER'S SIGNATURE								31. DATE							
32. REMARKS															
Standard Job #802-02															

A. Major Duties

Performs a limited variety of simple routines in support of research projects involving various engineering disciplines conducted by the Agency. Such duties involve simple repetitive tests, procedures, routines, or operations which require little previous knowledge or skills in this line of work.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory and/or field location:

Performs routine measurements and simple arithmetic computations.

Records specified data or instrument readings at specified intervals. Identifies, weighs and makes a limited variety of easy-to-identify items or samples.

Operates simple test instruments.

Assists in the assembly, installation, or operation of equipment, instruments, or facilities by performing specified tasks.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

B. Evaluation Factors

I. Knowledge Required by the Position

Ability to use a variety of simple laboratory and field equipment, and perform simple, repetitive tasks in a prescribed sequence.

Ability to learn basic engineering and laboratory terminology.

Ability to remember simple procedures, read simple instructions, and write legibly.

Ability to learn proper safety procedures and precautions.

2. Supervisory Controls

All assignments are clearly defined and made with specific, detailed instructions. The incumbent works as instructed and consults with the supervisor or designated authority on all matters not specifically covered in the original guidelines or instructions. The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. Guidelines

Specific and detailed guidelines usually provided verbally by the supervisor or higher graded employee cover all assigned tasks. In performing repetitive assignments, the incumbent is expected to select and apply the appropriate guidelines and procedures from those already used. Assistance is readily available when problems arise.

4. Complexity

Most assignments involve routine engineering tasks that are clear-cut and directly related. Steps for completing assignments according to written and oral instructions are easily memorized. There is little or no choice to be made in deciding what needs to be done or the method of accomplishing the tasks. Work performed is quickly mastered.

5. Scope and Effect

The work involves the performance of specific routine operations that include a few separate tasks or procedures. The purpose of this work is to provide a basic support service to others, but has little impact beyond the immediate research unit or location.

6. Personal Contacts

Contacts are primarily with other employees within the research location and facilities.

7. Purpose of Contacts

The purpose of contacts is to obtain, clarify, or give facts or information. Facts or information are generally easily understood.

8. Physical Demands

Typically, the incumbent performs the work in a laboratory or field setting but occasionally may work in other settings. Work conditions may range from sedentary to primarily physical. Work requires occasional walking, standing, climbing, crouching, bending, and carrying items ranging from lightweight to moderately heavyweight (less than 50 lbs.). Good eye and hand coordination is necessary to perform satisfactorily.

9. Work Environment

The work is performed in a laboratory, shop, or other research setting which involves everyday risks or discomforts, requiring use of normal safety precautions. Indoor areas are adequately lighted, heated and ventilated.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: